

Department of Social and Health Services  
Olympia, Washington

**ELIGIBILITY A-Z MANUAL REVISION**

Revision #	<b>551</b>
Category / Section	<b>WORKFIRST SANCTIONS/ A. PROTECTIVE PAYEES</b>
Issued	<b>January 17, 2007</b>
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**REMOVE**

From **Revised**

**Remove:** "June 1, 2006"

From **CLARIFYING INFORMATION, 1**

**Remove:** "Non-exempt"

**Remove:** "will be"

**Remove:** "the WorkFirst Program Specialist  
or Social Worker determines that"

**Remove:** ", without good cause,"

**Remove:** "required"

**INSERT**

**Revised**

**Insert:** "January 1, 2007"

**CLARIFYING INFORMATION, 1**

**Insert:** "Mandatory"

**Insert:** "are"

**Insert:** "The WorkFirst Program Specialist  
or Social Worker determines no good  
cause exists for not participating in  
required WorkFirst activities."

From **NOTE:**

**Remove:** " WorkFirst exempt criteria,  
required WorkFirst activities and good  
cause for failing or refusing to  
participate"

**NOTE:**

**Insert:** "the WorkFirst sanction process".

From **NOTE:**

**Remove:** WorkFirst Handbook link –

**NOTE:**

**Insert:** WorkFirst Handbook link -

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From **CLARIFYING INFORMATION, 2**

**Remove:** "A person must have an IRP in place or refuse to sign the IRP in order for a sanction to be imposed."

**CLARIFYING INFORMATION, 2**

**Insert:** "Review the WorkFirst sanctioned case to see if Basic Food Benefits should be sanctioned under the Basic Food Program rules for failure or refusal to comply with the Food Stamps E&T requirements. This applies only to non-exempt Basic Food recipients."

From **CLARIFYING INFORMATION, 3**

**Remove:** "TANF / SFA recipients who are sanctioned for failing or refusing to participate in WorkFirst may also be sanctioned under Basic Food Program rules for that failure or refusal. This applies only to non-exempt Basic Food recipients. (See Food Stamp E/T Section G. – Disqualifications.)"

**Insert:**

**NOTE:** For further information on the FS E&T sanction process see the Food Stamp E/T Section G - Disqualifications

**WORKER RESPONSIBILITIES,  
WorkFirst Case Manager / Social Worker**

**Insert:**  
**Sanction**

**WORKER RESPONSIBILITIES,  
WorkFirst Case Manager / Social Worker, Sanction, 1**

**Insert:** after: "on the IRP" -  
"without good cause."

**WORKER RESPONSIBILITIES,  
WorkFirst Case Manager / Social Worker, Sanction,**

**Insert:** "3. Complete the coding in ACES

and eJAS (See link below)”

**WORKER RESPONSIBILITIES,  
WorkFirst Case Manager / Social  
Worker**

**Insert: “Non-Compliance Sanction  
(NCS)”**

See the *WorkFirst Handbook* – Sanctions on how to process the Non-Compliance Sanction (NCS) including eJAS instructions.

1. Review the case using the NCS case review and NCS case staffing in eJAS. (For the entire process see note below).
2. Refer sanctioned cases in fourth consecutive month to Sanction Review Panel.
3. If sanction will exceed the six months see ACES instructions below.
4. If the Sanction Review Panel (SRP) decides to close the case, follow the eJAS and ACES instructions below.

**NOTE:** For further information on the *WorkFirst* NCS process see the [WorkFirst Handbook](http://www1.dshs.wa.gov/esa/wfhand/3_6.htm).  
([http://www1.dshs.wa.gov/esa/wfhand/3\\_6.htm](http://www1.dshs.wa.gov/esa/wfhand/3_6.htm))

From **E-JAS PROCEDURES**

**Remove:** ” E-JAS”

**E-JAS PROCEDURES**

**Insert:** “eJAS”

From **E-JAS PROCEDURES**

**Remove:** ” e-JAS”

**E-JAS PROCEDURES**

**Insert:** “eJAS”

## Summary

This revision is done to bring A-Z Manual in compliance with policy changes that are in effect September 1, 2006.

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